

CULTURAL SERVICES MANAGER

Pay Grade: 14 (Schedule 2080)

Civil Service Class Designation: Exempt

NATURE OF WORK

This is professional and supervisory work in the Cultural Services Division of Economic Development/Planning Department.

An employee of this class is responsible for planning and coordinating special events, special interest programs, and activities sponsored by the City in accordance with all applicable laws and City policies and procedures. Work includes responsibility for planning, developing, and overseeing the maintenance of all recreation facilities; and for developing and promulgating and/or recommending policies, rules and regulations for the department. Work is performed under the general supervision of the Director of Economic Development/Planning and is reviewed through conferences, accomplishment of desired results, reports, and by observation of recreation programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Plans, organizes, and directs the activity of the Cultural Services Division; staffs, and directs all recreation activities; makes recommendations to the Director of Economic Development/Planning Department on annual budget estimates and requests; and prepares regular reports of division activities.

Develops, plans, and implements special events such as holiday programs, social and cultural events for people of all ages and abilities.

Prepares and distributes promotional literature and press releases; coordinates media coverage of special programs.

Monitors the City's contract with the Boys and Girls Clubs and coordinates the use of school system facilities for recreation programs.

Finds sponsors for special events by soliciting area businesses and organizations.

Plans the improvement of existing and the development of new facilities and equipment; recommends areas for acquisition to the parks and recreation program; plans layouts of undeveloped recreation areas.

Attends Council meetings, and recreation advisory board meetings; meets with individuals, civic and community groups, and other organizations to speak on matters pertaining to City recreation program; cooperates with such groups in planning recreation facilities and programs.

Attends conventions, seminars, and other association meetings to keep abreast of recent developments in parks and recreation management.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly manages the Cultural Services Division.

CULTURAL SERVICES MANAGER

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the objectives and ideas of public recreation, including considerable understanding of the diverse activities which constitute a community parks and recreation program.

Thorough knowledge of the facilities and equipment needed in a broad recreation program, and of the proper physical planning and arrangement of park areas.

Considerable knowledge of public administration, including budget preparation and control, state purchasing procedures; and of administrative techniques related to purchasing, budget preparation, personnel administration and accounting.

Thorough knowledge of current literature, sources of information, and developments in recreation program administration.

Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.

Ability to establish and maintain effective working relations; to express ideas clearly and concisely, orally and in writing, to groups, individuals, and in reports.

Ability to initiate and organize policies and procedures pertaining to park and recreation programs and to supervise the work of subordinate personnel.

Ability to plan, direct, and coordinate the work of volunteers, and to establish and maintain effective working relations as necessitated by work assignments.

Ability to understand the park and recreation needs of the community and to coordinate activities to fulfill these needs.

Must be proficient in Microsoft Outlook, Word, Excel and Publisher.

Ability to prepare, analyze, and administer budgets, prepare reports, and keep records.

Must maintain a valid Mississippi vehicle operator's license.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Bachelor's degree in Recreation or any related field with three (3) years of progressively responsible experience in the recreation field; or a High School diploma or GED equivalent with five (5) years of progressively responsible experience in the recreation field; and must have First Aid and CPR Certification within six (6) months.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.